

EMERGENCY PLAN

FOR 9480 TELSTAR AVE. (ANNEX I) FACILITY

EI MONTE

Notice to Viewers of this page: to navigate this document, please click on the "Bookmarks" tab at the left to enable you to navigate to the desired individual sections.

I. General Information

A. Purpose

The purpose of the Emergency Plan is to ensure the safety of all persons in 9480 Telstar Avenue (Annex 1) during an emergency and to comply with Title 8, California Code of Regulations, Section 3220. It is also to establish a continuing state of emergency preparedness. The goals of this Emergency Plan are to:

- Protect lives
- Prevent Injury
- Protect Property
- Preserve organizational structure
- Ensure continuity or early resumption of essential services.

B. Description of This Facility

The building is two-storied, of which ARB occupies a part of the first floor. Staff are located in Suite 103 (Annex I) and Administrative Services Division (ASD) is located in Suite 4 of the building. The building has a blue stripe near the roof to make it easy to distinguish from the other buildings within the business park.

C. Who Develops and implements the Emergency Plan?

The California Highway Patrol (CHP) has jurisdiction over those matters related to the security of State-owned and -leased offices, State property, and occupants of State property pursuant to Government Code 14615(b). Within this jurisdiction the CHP may establish rules and regulations pertaining to the protection of State employees, properties, buildings and grounds, and occupants of State properties. The emergency plan for Annex 1 must meet or exceed the minimum requirements established by the CHP.

The Emergency Coordinator working with the Safety Coordinator is responsible for the development and maintenance of the Annex 1 Emergency Plan. This

plan will be revised at a minimum of every two years. The next planned update of this plan is scheduled for July 2005.

All managers and supervisors are ultimately responsible for ensuring compliance with the facility's emergency plan. Managers and supervisors must assure that all employees know about and are prepared to follow established emergency procedures. All employees should be aware of the evacuation routes and other basic safety plan elements while on site. This plan may not be practical, safe or appropriate in every situation. When in doubt, deviate on the side of caution using common sense and good judgment.

| | | |
|-----------------------------|-----------------|----------------|
| Health & Safety Officer | Gayle Yost | (916) 323-7053 |
| Health & Safety Coordinator | Cindy Francisco | (916) 323-1158 |
| Emergency Coordinator (EC) | Annette Hebert | (626) 575-6973 |

D. Injury and Illness Prevention Program

The Health and Safety Policy and the Injury and Illness Prevention Program Guide is an Administrative Services Letter (ASL) which is accessible electronically on ARB's IntraNet. The guide contains information on procedures of ARB's safety program. All managers and supervisors are responsible for ensuring compliance with the emergency plan.

E. Building Security

The building is secured with key card access for employees. Anything that appears suspicious or unusual in or around the building should be reported to the Emergency Coordinator or the California Highway Patrol or the El Monte Police Department:

| | |
|----------------------------|---|
| Emergency | 9 - 911 |
| El Monte Police Department | (626) 580-2110 |
| California Highway Patrol | (323) 906-3434 |
| Bill Yates | (626) 575-6825 or afterhours (626) 810-2783 |
| EC-Annette Hebert | (626) 575-6973 |

F. After Hours Security

Entrance to the building during non-business hours including weekends and holidays is restricted to certain designated employees who have been issued the door keys. Employees are required to use the main entrance to enter and exit the building during non-business hours. Employees who plan to work after hours, weekends, or on holidays will need to inform their supervisors ahead of time. Air-conditioning or heating is not available in the building after hours. In case of an evacuation during non-business hours, Annex I emergency personnel

may not be present in the building to supervise the evacuation. Employees are urged to exercise their best judgement to safely exit the building.

G. Visitors

All visitors are required to sign in at the reception desk at 9528 Telstar Avenue (Haagen-Smit Laboratory). Employees should notify their visitors of this policy. When visitors enter the building, the receptionist will request the name of the staff person that they are there to meet. The staff person will be telephoned and asked to escort the visitor to the meeting place. If staff are unavailable by telephone, secretarial staff will be contacted to arrange for escort of the visitor.

H. Maps and Information

Maps indicating all emergency exits in Annex I are posted on the main safety bulletin board. The map also marks the location of all fire extinguishers and First Aid supplies. The first aid supply boxes are located next to the fire extinguishers including one located near the Retrofit Assessment Section. The Emergency Team Roster listing members with their telephone numbers is posted throughout the building. Please locate the nearest emergency exit, fire extinguisher, first aid supplies, and emergency team list *before* an emergency occurs. The Emergency Coordinator will coordinate and conduct evacuation drills each year to ensure and evaluate preparedness. This may be in conjunction with a drill with all of the ARB El Monte facilities.

I. Communication

Information about safety and other important information for Annex I is located on the bulletin board located in the hallway near the demo room. The bulletin board with safety information for ASD is located near the entrance to the conference room.

If there is an incident that causes an evacuation that results in work release and/or closure of the facility, recorded information on return to work status, alternative work locations, and emergency clean up status will be disseminated via a special toll-free telephone number. All Boards, Departments and Offices within the Cal/EPA Agency may use this toll-free number. The number is (877) 5-CALEPA or (877) 522-5372. All employees should have the telephone number at their residence and with them at all times.

J. Material Safety Data Sheet Program

Material Safety Data Sheets (MSDS) present basic information on chemical composition, physical properties, fire fighting procedures, health hazards--acute and chronic, storage and handling precautions, recommended protective equipment for workers, and an outline of emergency and first aid procedures.

The MSDS for janitorial supplies are available by contacting Business Services or Bill Yates. Other MSDS information is available by contacting your supervisor or Division Health & Safety Coordinator.

K. Exposure to Toxic or Harmful Substances

If employees believe that they have been exposed to toxic substances or harmful agents, they may record the possible exposure on HS 3 "Toxic Exposure Record" form. The Injury and Illness Prevent Program Guide, Record Keeping Section, has more information on the toxic exposure record.

All employees have the right to see their personal medical and records of exposure to toxic substances or harmful physical agents. Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to the employee are also available. These records are available by contacting Cindy Francisco, Management Services Branch at (916) 323-1158. Copies of Cal/OSHA General Industry Safety Order 3204 may also be requested.

L. Telephone Use During Emergencies

Do not use telephones during an emergency. These lines must be kept available for emergency personnel and for communicating with staff in the building or work site. During bomb threats cell phones should never be used on or near the area where the bomb is suspected.

M. Damage Control

The Emergency Coordinator or other emergency team members may assess damage and determine immediate action necessary to control dangerous conditions before police, fire department or emergency medical personnel arrive.

DO NOT ATTEMPT ANY ACTION THAT WILL RISK INJURY TO YOURSELF OR OTHERS.

Actions which may be taken only if conditions are reasonably safe, may include:

- Fire suppression (using an extinguisher).
- Request First Aid and CPR Team Member assistance.
- Disconnect utilities and business machines.
- Protect/remove records.
- Close doors during fires, open them during bomb threats.
- Control access into areas.

N. Alarm System

Pull alarms are available near exits to sound an audible alarm to indicate that an evacuation is required. An employee notification system located near the front entrance that will be used to inform the occupants of any other type of emergencies.

O. Safety Committee

The Sacramento and El Monte Safety Committees meets at least quarterly. The purpose of the Committee is to discuss safety issues and recommend appropriate actions. Employees who are interested in participating on the committee or who have a safety issue should contact their supervisor.

P. Required Safety Training

Personnel Protective Equipment -- Required safety equipment and protective clothing will be provided to employees according to their assigned duties and Labor Union Bargaining Agreements. Employees will be trained on their proper use.

Defensive Drivers Training -- is required for any employee who drives a vehicle while on state business. This includes state, private, and rental vehicles. The class must be attended at least every four years. The class is designed to improve driving skills, review appropriate responses for specific driving scenarios and to provide answers to individual questions.

Cardiopulmonary Resuscitation (CPR) -- is a combination of artificial respiration and artificial circulation, which should be started immediately as an emergency procedure when cardiac arrest occurs. This is required for all First Aid Staff. CPR certificates must be renewed annually or every two years as indicated on the training certificate.

Standard First Aid -- provides training in the fundamentals and skills for first aid and accident prevention. It also includes instruction in rescue breathing, adult one-rescuer CPR, and choke-rescue. This is required for all First Aid Staff. First Aid certificates must be renewed every three years.

To learn when the classes are available, contact the Training Section, Administrative Services Division at (916) 327-2565.

II. Emergency Procedures

A. Command Center

During an emergency a Command Center will be established. All emergency operations shall be directed from the Command Center. The Command Center

During an emergency, call toll-free (877) 5-CALEPA or (877) 522-5372 for business resumption activities and return to work directions. 5

will be located in the Executive Conference Room, if practical. The Command Center staff will include the Emergency Coordinator, Alternate Emergency Coordinator, Recorder, Messenger and Utilities Officer. One First Aid Team member will be in close proximity to where the Command Center is located in case his/her services are needed.

The Emergency Coordinator has a two-way radio to be in contact with other ARB Emergency Coordinators for the other buildings during an emergency.

The Emergency Coordinator will turn over the leadership of the Command Center to the Fire department or law enforcement, as appropriate. In a large disaster, the Standardized Emergency Management System (SEMS) will be set in place. The Department Operations Center (DOC) Director who is the Executive Officer or a Deputy or in case they are unable to be reached, the highest-ranking on-site manager, would take charge. The Emergency Coordinator would then assist the DOC Director in carrying out business resumption plan activities, as needed.

B. Emergency Evacuation Procedures

When an evacuation is determined necessary, the following procedures are to be strictly followed:

- When the alarm sounds *all* employees and visitors will leave the building immediately by the nearest designated exit or as directed by Emergency Team members. If possible, take your personal belongings in case you are not permitted to re-enter the building after the evacuation. Emergency personnel will be available to direct employees and ensure that evacuation instructions are carried out. No one is allowed to enter the building during an emergency evacuation. The Emergency Coordinator is the highest level emergency team member for the building and coordinates all emergency actions for that facility.
- During the evacuation, employees should walk, not run. High heels should be removed if they slow you down. Move as quickly as possible, remain quiet and follow emergency instructions.
- Radios should be turned off before leaving the work area so it does not confuse rescue workers.
- Refrain from carrying beverages while walking down the stairwells, a spill could cause a slipping hazard.
- Persons with mobility disabilities will be evacuated by designated helpers (Emergency Aides) by the most expeditious and safe means available.
- Employees will gather in pre-determined evacuation sites unless otherwise instructed. Employees must check in with their supervisors so that all staff can be accounted for.
- For the safety of all concerned during an evacuation, all employees are asked to remain at work until complete attendance is conducted and instructions given. It is likely that some employees may wish to leave the premises

immediately after a major emergency, but doing so will cause undue hardship on other co-workers as well as possibly causing unnecessary search and rescue operation. Employees should wait until given permission to leave by the Emergency Coordinator and fully consider the safety risks that may be associated with leaving the premises.

- Employees who are meeting with clients and/or staff from locations outside of Annex I will direct the clients/staff to the evacuation site.
- Supervisors are to report whether all staff are accounted for to the designated Zone Leader for their area. Zone Emergency Team Leaders and their alternates will wear orange hard hats and vests to make them easier to find. All supervisors should have with them at the evacuation site a list of their employees, their home phone numbers, addresses, important medical information and emergency contact persons.
- First Aid Team members are available to administer first aid until professional help arrives. First Aid Team members will wear a hard hat and vest.
- After the Emergency Personnel have determined that the emergency is over, the Emergency Coordinator will advise employees to return to the building.

C. Evacuation Sites

During earthquake emergency, staff will evacuate and assemble in the parking lot located in the south end of the building. For all other emergencies staff will evacuate and assemble near the gazebo area.

D. Evacuation of Persons with Disabilities (Permanent or Temporary)

Since employees who have permanent or temporary mobility disabilities or hearing impairments may need assistance during an emergency evacuation, it is important that they inform their supervisor of their physical limitations. Supervisors should alert the appropriate Emergency Aides of any employee or client with a mobility disability that may require assistance during an evacuation. Emergency Aides will escort and assist employees or clients with mobility disabilities safely out of the building.

The safety, comfort and personal dignity of people with disabilities and those who receive injuries during an emergency should be considered by:

- Providing assistance in a respectful fashion, e.g., asking first.
- Checking with employees, clients, and visitors who have disabilities or those who may be medically affected by the emergency regarding their needs:
 - Locating and providing seating for people who have difficulty standing;
 - Finding adaptive mobility equipment for people with disabilities who are evacuated without their own mobility equipment so they are not left lying on the ground; and
 - Assisting with other needs, e.g., location of accessible restrooms, and water for taking medications, oxygen, etc.

During an emergency, call toll-free (877) 5-CALEPA or (877) 522-5372 for business resumption activities and return to work directions. 7

If any other type of accommodation is necessary, contact your Emergency Coordinator *prior* to any emergency.

E. After Hours Evacuation

In case of an evacuation during non-business hours, Annex I emergency personnel may not be present in the building to supervise the evacuation. Employees are urged to exercise their best judgement to safely exit the building. The city emergency personnel will inform you when it is safe to return to the building.

III. Emergency Team Composition and Responsibilities

Emergency Team Member Lists are posted throughout the facility. The Team should meet at least once every six months to discuss current emergency preparedness, safety concerns and to ensure a complete team composition. Emergency team members should routinely supplement communication links with e-mails and other activities to create a sense of a team and ensure that all team members have important and timely information.

A. Emergency Coordinator

The Emergency Coordinator is the highest level emergency team member whose primary responsibility is to ensure that everyone is evacuated from the building during an emergency. The Emergency Coordinator is also responsible for:

- Establishing the Command Center during an emergency
- Directing and supervising the activities during an emergency evacuation
- Assessing damage and determining actions necessary to immediately control dangerous areas or conditions.
- Ensuring that all emergency team members are trained, maintain a current roster and meet at least once every six months with team members to discuss current emergency preparedness, safety concerns.
- Ensuring that emergency procedures are sensitive to the needs of all employees, including those with disabilities.
- Coordinating the search for a possible explosive device, if a threat is received and directed by the California Highway Patrol. This includes public lobbies, storage rooms and restrooms.
- Coordinating and conducting evacuation drills each year to ensure and evaluate preparedness. This may be in conjunction with a drill with all of the ARB EI Monte facilities.
- If they can no longer serve as the Emergency Coordinator, they should notify the Safety Coordinator so they can be replaced.

B. Emergency Coordinator Alternate or Co-Leader

The Emergency Coordinator Alternate or Co-Leader assists the Emergency Coordinator and acts in his/her absence.

C. Recorder

The Recorder is stationed at the Command Center, maintains a written record of all actions taken by the Emergency Coordinator during all emergency operations and the time record. The Recorder will:

- Have ready a clip board, paper and pen to document event.
- Keep track of the time that the alarm began and when it concluded.
- Evacuate themselves during an emergency when directed by the Emergency Coordinator or their messenger.
- Provide a written record for the Emergency Coordinator for their facilities performance during a drill or event so that it can be evaluated for improvements.
- If they can no longer serve as the Recorder, they should notify the Emergency Coordinator so they can be replaced.

D. Messenger

The Messenger is stationed at the Command Center, provides communication between the Command Center and Evacuation Site, if necessary. Anyone can be called upon to act as a messenger during an emergency. If they can no longer serve as the Messenger, they should notify the Emergency Coordinator so they can be replaced.

E. Utilities Officer

The Utilities Officer is stationed at the Command Center, controls utilities during an emergency, if necessary. The Utilities Officer is responsible for:

- Obtaining training on the utilities of the facility so that they can shut them down, if necessary.
- Evacuating themselves when directed by the Emergency Coordinator or their messenger.
- If they can no longer serve as the Utilities Officer, they should notify the Emergency Coordinator so they can be replaced.

F. Zone Emergency Team Leader

The Zone Emergency Team Leader reports directly to the Emergency Coordinator and is the last person to leave their assigned zone during an evacuation. The Zone Emergency Team Leader is responsible for:

- Checking staff areas in their zones to ensure that everyone is evacuated.

- Placing a tag or post-it note indicating the room/area is has been checked and is vacant. When the event is over, removes the tags or post-it notes.
- Directing first aid evacuation of injured persons in his/her zone, if necessary. (One First Aid Team member should remain with the Zone Emergency Team Leader during searches to assist if needed.)
- Notifying the Emergency Coordinator about emergency conditions.
- Evacuating themselves when directed by the Emergency Coordinator or their messenger.
- Searching their zone for a possible explosive device, if a threat is received and directed by the California Highway Patrol. This includes public lobbies, storage rooms and restrooms.
- If they can no longer serve as the Zone Emergency Team Leader, they should notify the Emergency Coordinator so they can be replaced.

G. Zone Emergency Team Leader Alternate

The Zone Emergency Team Leader Alternate assists the Zone Emergency Team Leader and acts in his/her absence.

H. First Aid/CPR Team Member

The First Aid Team Member administers first aid to injured staff until Emergency Medical Services (EMS) personnel arrive. The First Aid & CPR Team Member may be asked to provide their services at any time. The First Aid Team Member will:

- Be certified in CPR annually (or every two years if their certificate states that).
- Be certified in First Aid every three years by a certified CPR Instructor using an approved First Aid Training Program.
- Check with their Zone Emergency Team Leader during an evacuation to see if their services are needed. If not, proceed out to the evacuation site.
- If they can no longer serve as the First Aid/CPR Team Member, they should notify the Emergency Coordinator so they can be replaced.

I. Room Monitors

Room Monitors are responsible for overseeing the evacuation of persons from one or more adjacent rooms during an emergency. The Room Monitor will:

- Take guidance from Zone Emergency Team Leader.
- Responsible to mark each evacuated room with a tag or post-it note indicating evacuation is complete and the room is vacant.
- Reports the status of the rooms to the Zone Emergency Team Leader.
- After emergency is over, collects tags or post-it notes so that they can be reused.
- If they can no longer serve as the Room Monitor, they should notify the Emergency Coordinator so they can be replaced.

J. Restroom Monitor

The Restroom Monitor primarily responsible to prevent staff from using the restroom during an emergency. The Restroom Monitor is also responsible for:

- Evacuating themselves when directed by the Emergency Coordinator or their messenger.
- If they can no longer serve as the Restroom Monitor, they should notify the Emergency Coordinator so they can be replaced.

K. Emergency Aides

The Emergency Aides primary responsibility is to assist persons with mobility disabilities to safety during an evacuation. Emergency Aides may be assigned to a particular person or may be assigned someone during an emergency. The Emergency Aides will:

- Be familiar with disability etiquette.
- If assigned to a particular person, during an emergency immediately go to that person and do whatever is necessary to assist the person to safety.
- If unassigned, during an emergency look for visitors or persons with temporary mobility impairment who do not have an assigned Emergency Aide.
- Evacuating themselves when directed by the Emergency Coordinator or their messenger.
- If they can no longer serve as an Emergency Aide, they should notify the Emergency Coordinator so they can be replaced.

IV. What to Do In Case of: Medical and First Aid Emergencies

A. Major Injury or Illness

- If the situation is serious, call 9 - 911.
- First aid supplies are located near the restrooms and emergency exits on each floor. Contact a First Aid Team Member who has been specifically trained in first aid treatment. The First Aid Team Members are listed on the Zone Emergency Team Members list posted throughout the building.
- Do not move the victim unless you must do so to remove him/her from immediate danger.
- Keep victim warm and comfortable.
- After emergency assistance has been summoned and the injured person is receiving first aid or medical care, notify the employee's supervisor and/or a member of the First Aid Team. Supervisor should always be made aware of any work-related injury or illness.
- Nearby hospital/clinic facilities:
Methodist Hospital of Arcadia (300 W. Huntington Dr.) (626) 445-4441

Greater El Monte Community (1701 Santa Anita Ave.) (626) 579-7777
Healthcare Partners Med Center (3144 Santa Anita Ave.) (626) 582-7989
Dalton Medical Group Clinic (10414 Vacco St.) (626) 443-3163

- Poison Center: 1-800-876-4766
- Complete the appropriate forms as instructed in the Injury & Illness Prevention Program Guide.

B. Minor Injury or Illness

- First aid supplies are located near the restrooms and exits. Contact a First Aid Team Member who has been specifically trained in first aid treatment. The First Aid Team Members are listed on the Emergency Team Members roster.
- Initiate first aid action as necessary.
- Complete the appropriate forms as instructed in the Injury & Illness Prevention Program Guide and the injured employee should report the injury to his/her supervisor.

C. First Aid Kit Contents

First aid kits must be provided and readily available to all employees. The State Administrative Manual (SAM) 2582.1 outlines what may be included in state-owned first aid kits. SAM states that assistance provided the sick or injured before medical help is available but only with the express purposes of controlling loss of blood, sustaining breathing, and reducing the effects of shock. Suitably trained personnel are highly recommended. Medical diagnosis, treatment, and provision of medicines or drugs (aspirin included) are not appropriate.

These supplies have been approved by a consulting physician, as required by General Industry Safety Orders, Section 3400 and may be placed in state-owned first aid kits:

- Sterile gauze pads 4"
- Roller gauze 1"
- Paper of adhesive tape 1/2"
- Triangular bandage
- Sterile package of band-aids 1"
- Sterile compress bandage 3"
- Elastic bandage 3"
- Sting swabs
- Soap cloths
- Container (sealable plastic bag with fairly heavy wall, metal or plastic box.)

All other first aid supplies determined by agencies to be necessary for their operations, will need to be approved by a consulting physician (the State Medical Officer.)

The State Medical Officer approved for the Air Resources Board, the inclusion of:

- Surgical gloves (approved by Dr. Stephen Weyers 4/16/98)
- CPR Microshield (approved by Dr. Stephen Weyers 4/16/98)
- Full face/Eye Shield with Ear Loops (approved by Dr. Stephen Weyers 3/14/03)

V. What to Do in Case of: Fire

A. Immediate Actions

If you discover fire or smoke, you should immediately:

- Get away from the fire area.
- Pull the nearest fire alarm.
- Dial 9 - 911 and state the following:
 1. I am reporting a fire (give brief description);
 2. The address is 9480 Telstar Avenue
 3. The emergency is in Room _____
 4. My name is _____
 5. My call-back number is _____
 6. Do not hang up - verify the information was received
- Contain the smoke - close doors to contain smoke and alert others to the situation. Smoke contains toxic fumes and can be deadly. Containment is vital to prevent panic, injuries and spread of fire.
- Evacuate the facility, if necessary
- Contact your supervisor or Emergency Coordinator.

B. Extinguish Small Fires

The building is equipped with fire extinguishers. Semi-annual training will be conducted to familiarize staff to the proper use of a fire extinguisher. Employees should only attempt to extinguish small fires that can be safely contained using an extinguisher. Always have another person standing by with another extinguisher for assistance. Remember smoke contains toxic fumes and can be deadly. The Fire Department should still be called even if the fire appears to be extinguished. Also, inform the Safety Coordinator about the incident. All discharged extinguishers must be serviced.

C. The Nearest Fire Station

FIRE DEPARTMENT-EL MONTE
3615 Santa Anita
El Monte, CA 91731
(626) 580-2150 for non-emergencies

VI. What to Do In Case of: Shelter in Place Procedures for Airborne Threats

Security consultants have recommended that all facilities be prepared to assist their employees to "shelter in place" in the event of an airborne threat.

Annex 1 is located approximately a quarter of a mile south of Interstate 10. Depending on wind direction, this building, as well as other ARB buildings in El Monte could be exposed to potentially significant levels of airborne substances should there be a freeway accident involving hazardous materials.

In addition, at any time the President or State and Local officials may identify heightened terrorist threat levels, which may include an airborne chemical, biological, or radiological attack that could endanger a large area. Because of the difficulties presented in protecting our employees in the event of such an attack, it is important that in this event, we implement immediate actions to avoid and/or minimize possible contamination.

The following information is intended to provide employees with guidance on emergency procedures for "shelter in place" due to airborne hazardous materials release:

1. Notification/Initiation of Action:

At a time of emergency, the Emergency Alert System should be activated via radio and television. Law enforcement could also instruct facilities to implement shelter in place procedures. They may provide further instructions based on the threat that we should follow. Anyone who hears that an event has occurred should contact the Emergency Coordinator/Alternate and the Safety Coordinator immediately.

The Safety Coordinator will also make every attempt to notify Emergency Coordinators as quickly as possible about such an emergency.

2. Shelter in Place Procedures

- The Emergency Coordinator or alternate will immediately implement shutting down the facility such as turning off all fans, heating and air

conditioning systems. All staff will be instructed how to turn off those systems.

- Signage will be placed at all entrances that we are implementing shelter in place procedures.
- Employees will be notified via the employee notification system that shelter in place procedures are in effect. No alarms will sound since we do not want employees leaving the facility.
- Do not use elevators to reduce the possibility of transport of airborne contaminants through the shaft between floors.
- Staff who were inside of the building at the time of the disaster should gather in the Executive Conference Room.
- Staff who were outside of the building at the time of the disaster will be allowed in a designated "containment area" in the Students' Room and await further direction. Communication with people in the containment area will be via telephone.
- First aid staff who work in the building will be asked to post to a first aid area in the Executive Conference Room.
- Staff will be discouraged from leaving the facility. Official emergency personnel, such as the local police department or fire department officials, will direct these actions at the time of the event.
- Keep listening to the radio and/or television until you are told all is safe or you are told to evacuate.

The Emergency Coordinator will maintain a Command Center and will be in contact with the El Monte Police Department's Watch Commander at (626) 580-2109. If possible, the Emergency Coordinator should have access to the Internet to receive information.

The Safety Coordinator will seek direction from the Governor's Joint Information Center to hear of any relevant Governor's office directives and information and will relay to the Emergency Coordinators.

If Shelter in Place Procedures are required when employee(s) are working after hours, on a weekends or holidays, the employee(s) in the facility should use their best judgement in the actions to take. They should follow the Shelter in Place procedures to the best of their ability and listen for directions from the Emergency Alert System via a radio or television.

VII. What to Do In Case of: Bomb Threats

A. Immediate Actions.

- Dial 9-911

When you notify the California Highway Patrol of the threat, keep in mind that unless the threat indicates imminent danger, you will probably not be directed to vacate the facility.

Once you have completed the telephone report and followed all CHP directions, contact the Emergency Coordinator and your supervisor.

B. If Received By Telephone

Form ASD/MSB-197 was created to assist employees who receive a bomb threat over the telephone. It provides questions to ask and helps the employee identify helpful information about the caller, which will assist law enforcement. A copy of Form ASD/MSB-197 should be placed by each telephone. The first page of the State of California Telephone Directory also contains a helpful guide of what to do and ask in case of a bomb threat.

Ask the following questions and record the answers specifically:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place it?
- What is your name and call-back number?

Keep the caller on the telephone as long as possible - do not hang up the phone on which you received the call. Call and report the threat to 9-911 on a separate telephone.

Record the call, if you have the equipment. If you can't record, take notes - as detailed as you can - include the following information:

- Time and date of the call.
- EXACT WORDS of caller (or as close as possible).
- Gender and approximate age of caller.
- Accent and speech pattern/tone of voice.
- Background noises.
- Time call concluded.

C. Suspected Bomb Received by Mail

If you are uncertain about an object (letter, envelope, package) treat it as a suspected bomb.

Some characteristics to look for include:

- Foreign mail, air mail and special delivery
- Restrictive markings such as "confidential", "personal", etc.
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles or titles with no names
- Misspellings of common words
- Oily stains or discoloration's
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as: masking tape, string, etc.
- Visual distractions

Actions to take include:

- DO NOT TOUCH, MOVE or DISTURB the letter, package or envelope.
- Notify other employees and evacuate the immediate area; prevent re-entry; leave doors open.
- Notify the California Highway Patrol and give the exact location and brief description of the object. Do not use a cellular phone in the vicinity of the suspicious object. If the general bomb location is unknown, all cell phone use should be curtailed (information and direction may be primarily provided by a messenger.)
- Shut off gas or fuel lines and remove flammables, if directed by the CHP or other emergency personnel.
- Notify your supervisor and the Emergency Coordinator.

D. How to Conduct a Bomb Search

If appropriate, the Emergency Coordinator will notify staff of bomb threats and will assign search duties. Employees who know the work area are the people most likely to identify foreign or suspicious objects. Therefore, if conditions exist that call for a bomb search, employees will be asked to conduct an immediate search of their work area. This is the safest and most effective method. In such a situation, an alarm will NOT sound and an evacuation will NOT be initiated, unless the threat indicates imminent danger. The fire alarm should NOT be pulled in the event of a bomb threat or search.

1. The following activities will be initiated if a search is conducted:

- Employees will search their immediate work areas or areas as directed by the Emergency Coordinator or other emergency personnel.
- Emergency Team members will search areas such as restrooms, storage rooms, and non-staff areas.

During an emergency, call toll-free (877) 5-CALEPA or (877) 522-5372 for business resumption activities and return to work directions.

Remember you are only looking for something that does not belong there! For that purpose it is important that all work areas be kept neat and orderly so that suspicious objects are more visible and identifiable.

3. What to look for:

- Remember that most bombs do not look like bombs. Explosives may be packaged in a variety of innocent looking containers.
- Look for the unusual or something that appears to be out of place.
- Gain the assistance of other employees familiar with the area to help search.
- Anything that does not belong or whose nature and presence cannot be adequately explained is a suspicious object.

4. If you located a suspicious object:

- Assume it is dangerous.
- DO NOT TOUCH, MOVE or DISTURB the object.
- DO NOT use cell phones, remote controls or transmit radio calls in the vicinity of the suspicious object.
- Attempt to locate a possible owner of the object in the immediate vicinity.
- Notify other employees and evacuate the immediate area; prevent re-entry; leave doors open.
- Notify the CHP and give the exact location and brief description of the object.

VIII. What to Do In Case of: An Earthquake

During an earthquake or tremors do the following:

Drop to the floor and get under a desk or table or stand in a corner or in a doorway depending on your location when the earthquake occurs. In a hallway or corridor brace yourself against the wall and duck down covering your head and eyes with your arms.

- Move away from glass, brickwork, skylights, overhead objects, and top-heavy furniture.
- Do not use elevators. If you are in one when the earthquake hits, take cover against the interior wall until the elevator stops, then GET OUT on the nearest floor. Do not continue using the elevator.
- Do not rush for the doors.
- Wait for the shaking to subside, stay put for a few minutes; an aftershock usually follows within minutes. Beware of falling debris and electrical wires.
- Stay calm and wait for instructions from the Emergency Coordinator.
- If in a high-rise building, stay away from windows and outside walls. Get under a table.
- Do not use the telephone unless for emergency assistance.

During an emergency, call toll-free (877) 5-CALEPA or (877) 522-5372 for business resumption activities and return to work directions.

Outside:

- If you are in a store, move away from display shelves containing objects that could fall. Do not rush for the exit.
- If you are outdoors, stand away from buildings, walls, trees, and power lines.
- If you are driving, pull over and stop as soon as possible, **except on or under a bridge** and listen to radio broadcasts. Stay inside your car until the shaking is over.
- After an earthquake, do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
- If you are walking on a sidewalk near a building, duck into a doorway to protect yourself from falling bricks, glass and other debris.
- If you are in a stadium or theater, stay in your seat, get below the level of the back of the seat and cover your head with your arms.

IX. What to Do In Case of: A Flood

- Evacuate all office spaces immediately and relocate to a safe place or the rooftops. If you have a portable radio, take it with you. Many radio stations are equipped with the Emergency Alert System (EAS) which will provide information on the floods.
- The Emergency Coordinator will seek direction from the County Office of Emergency Services and provide further instructions at (323) 980-2261. The Coordinator should be able to learn about the timing and estimated depth of the flooding.
- Take action to prevent or reduce damage by removing records and supplies from danger areas. If possible, cover computers, typewriters, calculators, and other equipment with plastic covers to prevent or reduce water damage.

X. What to Do In Case of: An Explosion

Leaking gas, faulty boilers or explosives can cause explosions.

- Take cover under desks, tables, or other furniture or structures that will protect you against flying glass or debris.
- Call 9-911.
- If necessary or as directed by Emergency Personnel, evacuate the building using normal evacuation procedures.

XI. What to Do In Case of: A Weapon

Weapons are not allowed on state property (Reference ASL on "Prohibition on Weapons in State Buildings").

If a person appears with a weapon:

During an emergency, call toll-free (877) 5-CALEPA or (877) 522-5372 for business resumption activities and return to work directions.

- Seek cover or escape from the area.
- If possible, from a protected area contact 9 - 911.
- Warn others in the immediate vicinity.
- Close doors and alert others to do the same. Stay in protected areas.
- If possible, notify your supervisor, Emergency Coordinator and California Highway Patrol.

XII. What to Do In Case of: An Assault

If an assault occurs:

- Call 9 - 911.
- If the person remains in the office, stay in the protected area and on the phone with 911 until the person(s) leave.
- For injuries, contact a First Aid Team Member to administer first aid to injured staff until emergency medical personnel arrive.
- Notify management and the Emergency Coordinator.

XIII. What to Do In Case of: A Hostage Situation

If a hostage incident develops:

- If possible, call 9 - 911.
- Remain calm, do not panic and cooperate as necessary.
- Attempt to escape quietly without taking any risks.
- Notify management and the Emergency Coordinator.
- If necessary, the Command Center will coordinate a building evacuation, under direction of the California Highway Patrol or local authorities.
- People involved or those closest to the incident should proceed to the Command Center and provide information to aid law enforcement authorities.

XIV. What to Do In Case of: A Demonstration

Most demonstrations are peaceful, but may change quickly.

- Stay in the building, well away from demonstrators.
- Continue business as usual and do not become part of the problem.
- Obtain as much useful information about the demonstration as possible.
- If peacekeeping authorities are not present, contact your supervisor or the California Highway Patrol.
- If necessary, monitors will be posted at exits nearest the demonstrators to redirect building occupants away from the demonstration.

XV. What to Do In Case of: A Power Outage

During a short duration power outage, employees should stay put. Generally, areas with the most natural light are best to temporarily relocate staff to. This would mean that staff in interior offices, or meeting in areas without a natural light source, would relocate to areas within the facility that do have good natural light.

Managers and supervisors should ensure that plans are in place for how they will accommodate employees or visitors that have mobility restrictions. They should ensure that those persons would be able to safely move about or exit the building in the event of a blackout. If rolling blackouts are announced in advance, accommodations for employees with mobility restrictions may include allowing them to leave early to avoid potential risk associated with exiting the facility during a blackout, or relocating their work space to an area where such risk can be avoided.

XVI. What to Do In Case of: A Motor Vehicle Accident

ALL motor vehicle accidents involving a state-owned vehicle or any vehicle being used on state business **must be reported within 24 hours** to Administrative Services Division (ASD), Management Services Branch. The Office of Risk and Insurance Management (ORIM), Department of General Services, is responsible for the centralized management of risk and insurance needs. The Management Services Branch will serve as a liaison with ORIM and the employee. An employee involved in a motor vehicle accident must notify his/her immediate supervisor of the accident and complete the appropriate forms as instructed in the Injury & Illness Prevention Program Guide. There is also an ASL on this subject.

XVII. Questions

If you any questions regarding ARB's safety program, consult the Injury & Illness Prevention Program Guide which is located on-line, your supervisor or contact Gayle Yost at (916) 323-7053 or Cindy Francisco at (916) 323-1158.